



California Office of Digital Innovation

Duty Statement

☐ Current ☒ Proposed

Classification Staff Services Manager I	Office/Department Office of Digital innovation
Working Title Special Assistant	Unit/Section
Position Number 374-100-4800-XXX	Effective Date
Name Vacant	Date Prepared 01/18/2022

General Statement

Governor Newsom established the Office of Digital Innovation (ODI) in the Government Operations Agency (GovOps) effective July 1, 2019. The mission of the Office is to move the California state government closer to the people it serves by making government more accessible and intuitive.

Under the general direction of the Chief of Administration, the Special Assistant (Staff Services Manager I (Specialist)) provides administrative, strategic and project management support on the most complex and highly sensitive departmental or program issues as well as serves as a representative of the ODI Director, Chief Deputy Director, or Directorate when required.

Essential Functions

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45%	<ul style="list-style-type: none"> • Attends executive meetings and takes meeting notes capturing action items and policy recommendations to prepare for the director. . • Reviews, analyzes, and prioritizes confidential, time-sensitive correspondence and communications from the Governor's Office, Legislature, California Government Operations Agency (GovOps) and other control agencies. • Drafts reports, letters, memoranda, and additional documents, including the preparation of speaking points and presentations, for ODI's Director • Researches and develops briefing and background information for meetings, conferences, speaking engagements, and other events by gathering relevant documents and information and compiling applicable materials. • Recommend and/ develop new systems and processes to streamline programmatic operations. • Assists leadership on matters related to program oversight and operations, annual planning and strategic priorities, staffing, contract management, internal communications, and external affairs. • Develop and maintain high level contacts of a complex nature inside and outside of the agency. • Develop, maintain, and update project plans and tracking systems to monitor projects effectiveness and progress. • Identify and review business processes, risks, and recommend mitigation plans.
35%	<ul style="list-style-type: none"> • Assists with preparing policy and proposals, legislative proposals, internal and external reports, etc for ODI Director's, Chief Deputy Director and Directorate team's review. • Maintains responsibility for complex and sensitive issues, ensuring deadlines and requirement related to ODI's Directorate commitment are met. Convene relevant external stakeholders and internal leadership across the organization, as needed. • Develop project management tools and standards to manage and track vital ODI management projects. Ensure all assigned projects are completed with scope, budget, and timeline • Provides ongoing and accurate updates to management on projects and work status.
15%	<ul style="list-style-type: none"> • Manages complex executive calendars and coordinates conference calls, coordinate meetings. Coordinates and prepares in-state travel requests and the out-of-state travel blanket for ODI, including the preparation of travel documents including travel claims, travel advance request and excess lodging forms to ensure applicable State travel policies are followed. • Plans, organizes, and schedules various meeting requests, conferences and events for the Director and his/her designee and prepares documentation necessary for meetings.

	<ul style="list-style-type: none"> • Work with leadership to develop and track performance expectations and metrics. Report regularly on progress toward program objectives and recommend new strategies to course correct, as needed. • Work with leaders to identify opportunities to improve alignment, increase cross-functional collaboration, and support the execution of strategic priorities. • Reviews and revises incoming/outgoing correspondence for signature ensuring consistency and compliance with administrative policy, as well as review format, grammatical construction and clerical errors. • Acts as lead in setting up video conference equipment and provide support staff training when required
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Marginal Functions

5%	Perform other staff assignments as appropriate and required
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Supervision Received

The Special Assistant reports to the Chief of Administration. In the absence of the Chief of Administration, this position will report to the Chief Deputy Director.

Supervision Exercised

None

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment, as appropriate. Based on departmental or operational needs, work can be performed remotely. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a keyboard and video display terminal. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date